



Application for leave of absence for exceptional circumstances

As parents, you have a legal responsibility to ensure your child's attendance at school. Holidays should be taken during the school holiday period. During the academic year pupils are at school for 190 days and at home for 175 days.

Please fill in this form if you want to ask the Headteacher of your child's school to authorise a leave of absence during term time. You must ask well in advance and you are strongly advised to request leave of absence before you confirm your holiday arrangements. Unauthorised absence may result in the issue of a Penalty Notice.

The Penalty Notice is for £60 if paid within 21 days and £120 if paid after 21 days per adult, per child, but within 28 days. Failure to pay the Penalty Notice will result in you being served with a summons to appear at the Magistrates Court.

The Headteacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate, and then will inform you of the decision. The Headteacher will notify you of the decision within five days.

Name of child:		Class:
Date(s) of requested absence		
From time:		To time:
Number of school days:		
Please tick the appropriate box below:		
Medical/ Dental Appointment	<input type="checkbox"/>	Authorised
Visit to a school (name of school and reason)	<input type="checkbox"/>	Authorised
Holiday (please give additional information below)	<input type="checkbox"/>	Unauthorised (except in exceptional circumstances)
Special Occasion (please give additional information below)	<input type="checkbox"/>	Unauthorised (except in exceptional circumstances)
Compassionate leave (please give information below)	<input type="checkbox"/>	May be authorised
Request for Holiday/Special Occasion/Compassionate leave:		
This cannot be taken during the school holidays because:		
Has your child already had leave of absence in this school year?		YES / NO
If YES, please give dates and details:		
Signed:	(Parent/Carer)	Date:
To be completed by the Headteacher		
Child's attendance level over the last 12 months:		%
Having considered your request carefully, my decision is that leave of absence is:		
Approved		The absence will be recorded as authorised.
Not approved		The absence will be recorded as unauthorised.
Explanatory notes:		
Signed:	(Headteacher)	Date: